

LBSA Board of Directors Meeting  
June 18, 2025 7:00 pm  
Livingston City Hall Conference Room

Members Present:

Chair: LaRue Seitz-Dettori

Vice Chair: Erin Loucks

Treasurer: Beth Zeman- arrived approx 7:30 pm

Secretary: Ivy Burford

Members: Mike Benzel

Adam Stern

Samantha Downey

Kayrne Silvetri

Guests Present:

Grant Gager, City Manager

Mike Skaggs Facilities Manager

Meeting called to order 7:10 pm

- Erin moves to approve minutes, Samantha approves, all in favor
- Erin moves to approve the agenda, Kayrene seconds, all in favor

## **1. Grant and Mike gave update on Parks Master Plan**

- The city has been working through master plan process with consultants; will be released for public comment within the next couple weeks. In the meantime, they briefed the board on some preliminary plans for Miles Park.
- The 4 diamond layout will remain the same with some improvements for maintenance, cleanliness, weed control, safety improvements. Back area Field 5-8 (softball & tee ball) may be reconfigured, some fields may go to a shared rectangular space to accommodate for other practices with removable fencing and accommodation for softball fields.
- They are also looking at improving existing fields at Green Acres and G Street Park as additional practice or even game spaces for younger leagues, softball etc.
- Samantha: Teams need to have more practice space
- Larue: Portable mounds could be multi use
- Erin: Concern with losing field space. Softball does not want to lose fields and would prefer to keep their dedicated fields at Miles Park and could even use additional space.
- It was mentioned that Field 8 is inefficient and could be laid out better.
- Kayrene: What about Legion field? City does not have a user agreement currently with the city. Adam explained the kind of maintenance required to keep up the field; which makes it complex to use for other teams.
- LaRue: If there are improvements we want to make we need to collaborate with the city, as this is city property
- Parks Master Plan should be wrapped up by end of summer, then we can collaborate and communicate with city moving forward.

- Adam: expect a plan forthcoming for trees and irrigation in the complex
- Grant mentioned that a pavilion was brought up as an idea
- LaRue: High school softball field- inner fence could be removable and then used for adult softball
- Public process starts July 4th
- Once plan is adopted, there will be list of improvements for Miles Park
- We'll sit together w/ city to look at a timeline
- URA - up to \$25k for matching grant potential - city park is in historic district so the fields are able to apply for this money.

**Action Item: Board should prioritize review of the Parks Master Plan and work together as a Board for a coordinated and organized response. Revisit this at next Board Meeting.**

Mike S: The improved communication with LBSA and having a more active board has been great from the city's perspective. Tell us what you need as a group, and we're happy to do what we can.

Adam: What could we do better? Mike: Communicate with the city in the fall for facility maintenance and then touch base again in the spring 2-3 months before the season starts. We'll plan to have another meeting with the city in the fall.

Grant: The city is working on user agreements with user groups, one pager that outlines the needs and roles and responsibilities. Will follow up in September with one for LBSA and the City.

**Action Item: Begin a list of improvements wanted or needed to Miles Park. Over time we can prioritize and assign costs and identify executable projects, grants etc. We will work with the City to understand what will be under city budget and what we'll need to fundraise for as a group. Many of the 'extra improvements' will likely fall to LBSA to fundraise. Plan for follow-up fall meeting.**

Grant and Mike were dismissed for the remainder of our meeting.

## **2. Season updates:**

What went well? What can we do to improve?

### **Action Item: Create Player/Coach of Conduct**

This was brought up right away and agreed upon by the group.

**Babe Ruth:** LaRue: This is a rec league, there should be a code of conduct signed by parents and coaches. Why are we here? We had beginning players and they had a good season. We can have the learning moments through the tough times on the field. More upfront communication would be helpful along with grievance procedures. A procedure needs to be outlined for parents to talk to coaches and how to respond. Only 4 kids can be double rostered on high school. Follow coach selection rules, follow all rules as a group. Perhaps two teams next year.

**Majors/Minors:** (Samantha, Kayrent, and Beth) Majors had two teams, there were parent liaisons on both teams, coaching went smoothly, field scheduling was smooth. Issue 1- There

was confusion with All Stars tryouts, the number of kids on the team, and communication with parents. Two kids were sick and did not come to tryouts, they were strong players and rostered regardless. Three add'l players were added; perhaps they should not have made the team. There was rostering confusion in games, parents weren't communicated that not all kids were going to play all games. Maybe Majors coaches should evaluate Minors and vice versa, in order to ensure rules and impartiality.

Issue 2- Coach complaints about ump's and related issues. While we all agree Umpire training improvements are a goal for the league, board members involved agreed many complaints were not fair or reasonable. It was also mentioned that coach selection came into play here and furthers the need for board involvement in the process. The board will make more efforts to communicate expectations for Ump training and performance in the future. In Minors, communicate with coaches that our umpires are in training and work toward fostering a collaborative, training focused atmosphere in game play. Samantha mentioned that a league liaison for each division may be helpful to oversee events & hold coaches & others accountable would be helpful, and that she would be willing to serve in that role for Minors Teams next year.

**Action Item: Standards and Procedures for All Star team tryouts, coaching, selection: (for ex- Limit team to 12 players, coach selection procedures, early communication on tryout dates, communication with parents on team play All Star game rules, etc.) Develop ongoing communication between stakeholders.**

**Softball update** (Erin)- Softball coaches and City of Livingston worked together to put together an 8U Softball team. This gives the girls a full season to get a step up on game play. One area to communicate to coaches is practices should be continuing after game play starts. Coaches plan to fine tune standards of play and getting that info out to coaches and parents ahead of time. Erin would like to use the website to update parents so they better understand the nature and expectations of the travel season (great idea!). Erin wants to add more travel teams but field capacity may be a factor. LaRue: maybe we can use HS softball more since HS softball is done so early. Board agrees we don't want to lose softball space.

**Umpires Update:** Charlie Paluso managed umpires this year. There was a lot of inconsistency with umpires. Inaccurate calls, questionable field ump placement, ump's at times not showing up for games. This was in addition to other issues with Minor Ump's aforementioned.

**Action Item: Facilitate a meeting with John Belew and Charlie for next year. Reach out to Belgrade to explore involving LBSA umpires for some upper leagues in their yearly training. Incorporate coaching, team, and umpire expectations across all leagues. Explore online training options - perhaps if some Ump's cannot attend in person training, then online should be completed.**

Adam moves to have LaRue talk to John and Charlie as needed; Ivy seconds, all are in favor.

**Concessions Update:** Board agrees to table concession discussions to a later date. We pulled a small profit, we put in around \$7000 and we made around \$7000. Improvements to the space were made that are included in those expenses. Changes are needed to get more volunteers, perhaps the whole operation is farmed out another non-profit, hiring a concessions manager,

charging player families a fee when registering that's reimbursed upon volunteer hours are some ideas. **Action Item: place on agenda for future meeting this summer or fall.**

**Coaching:** more rules needed and existing rules need to be enforced as discussed. This is followed up with Action Items later in the meeting.

**Babe Ruth Charter with Belgrade:** Three players played All Star Season in Belgrade. LaRue: Spoke with Mike Bell, there were mixed feelings from Belgrade, some Belgrade parents were upset that 3 Livingston kids took away chances for Belgrade kids to play. Ivy: All Star team tryouts did not seem to be merit based but based on pre-existing team roster. It did not feel like the agreement served Livingston players. Other board members agreed, and particularly with larger numbers coming up in younger teams, it may not make sense to continue the agreement. We will re-visit at next meeting.

**Finances:** Beth- Was still trying to gather receipts, payables and receivables and didn't feel the financials were in a good place for in-depth review. She did assert that better controls are needed on financials- the concessions till turned into a bank account. This makes it impossible to reconcile. She has some ideas for a better way to handle paying bills, accepting sponsor funds, getting reimbursements, and depositing checks. She explained to the board that monthly bank statements do not reflect the nature of the deposits, so we will need tighter control in the future.

**Action Item: LaRue and Beth are going to get together to review the books per By-Laws that Board President is regularly reviewing financials. Beth welcomes some oversight. This should happen when Beth has updated financials and before and separate from next upcoming fundraising meeting.**

Filing taxes - LaRue can't find our info on Sec of State website. EIN was confirmed and LaRue will proceed. Adam suggested Heather at H&R block as an excellent option, they should be simple to file.

**Action Item: LaRue is going to work on filing taxes.**

**Action Item: Need to renew PO Box - (I believe) LaRue is going to do this or can delegate to another board member.**

### **3. Board Member Priorities:**

Adam-

1. Board should vote on coaches
2. Point of contact for each division
3. Trees
4. Farming out concessions

Samantha & Kayrene-

1. Rulebooks

2. Operational procedures for coaching
3. More communication- within board, to coaches, to players and parents

Kayrene Also added that if there is a large donation we take it to the board right away.

Mike- retire, retire, retire :-) Board appreciates the extra year of service Mike has given LBSA and after many many years. THANK YOU MIKE!!

LaRue-

1. Creating a budget
2. Creating a business plan & operational procedures
3. Implementing Code of Conduct

Erin-

1. Create a coaching manual ahead of season
2. Website updates and facebook
3. Updating softball registration

Ivy:

1. Enhanced communication including documentation mentioned by other members
2. Fundraising plan and action items
3. Adding more board members, building out committees, and moving up schedule for annual meeting

Beth:

1. Fundraising plan and action items
2. Consider combining Umping and Concessions for a hiree
3. Form and build out committees

**Action Item: Business plan- Larue will start working on it.**

**Action item: LaRue will work on putting these priorities together and looking for overlap. She is going to distribute by-laws as an editable pdf so members could add in suggestions for additional information.** *(Suggestion- the idea of "coaching handbook" could be an easy way to work in many of the priorities mentioned in the meeting, in addition to supplemental documents like Code of Conduct, Umpire Guidelines, etc.)*

Last minute housekeeping: (Some of these are **Action Items:**)

- End of season wrap up would be good in the future: field clean up, thank you email to volunteers, follow up mail to all parents, etc.
- Currently, the **garbages need to be empties, thank you to Boy Scouts for tables, candy removed from concessions, concessions cleaned and closed for season.**
- **Livingston Motors paid but did not get banner.**

- Proposed Babe Ruth scoreboard is not happening because master plan- we need to communicate that
- In the future, assign one person to update game times, cancellations in SportsEngine on a regular basis.

**7/9 next board meeting. 7 pm - Main topic: Fundraising and touching back on Parks Master Plan, organizational/ops documentation, housekeeping. We hope to have meetings every two weeks in the summer after the 4th of July holiday.**

Meeting adjourned 8:58 pm